

Section II - Purpose of the Handbook

General Purpose

The purpose of this handbook is to provide county and tribal agency economic support workers and other interested parties with a narrative description of program history, administration, eligibility and resource materials. This handbook is complimentary to the electronic eligibility determination made using the CARES system and is not intended to provide step-by-step instruction to determine eligibility. However, application of the policies and procedures in Section III, Program Eligibility of this handbook to any family configuration should result in an accurate assessment of whether CTS eligibility criteria are met for the group.

Consistency with AFDC-Medicaid Policy and Procedure

Eligibility determination processing for CTS using the CARES system was built on the program that existed in CARES for AFDC-Medicaid, because the requirements for program eligibility are almost identical. For this reason, any county or tribal agency economic support worker with experience handling eligibility determinations for AFDC-Medicaid will find that the policy and procedures described in this handbook are familiar. Policy for AFDC-Medicaid described in the Wisconsin Medicaid Handbook (MAHB) is applicable to CTS and is, therefore, not reiterated in this CTS handbook.

Administrative procedures related to managing applications, reviews, verifications, notices to recipients, etc. are detailed for local agency workers in the DHFS Income Maintenance Manual (IMM). Information and requirements specified in the IMM also generally apply to Caretaker Supplement.

The reader will find that not every policy or procedure stated in the MAHB appendices or IMM apply strictly to Caretaker Supplement. Common sense should be used when MAHB or IMM policies or procedures are applied. **When CTS policy or procedure directly conflict with the MAHB or n IMM, defer to the CTS policy or procedure that is clearly stated in the Caretaker Supplement Handbook.**

Local economic agency workers may also rely on training materials available on the training website published by the Departments of Workforce Development and Department of Health and Family Services at:

<http://www.dwd.state.wi.us/dwspts/default.htm>